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MEMORANDUM FOR: (HEAD OF CAREER SERVICE)

SUBJECT : Identification of Employees for Nomination as Participants
in the CIA Retirement and Disability System25X1A REFERENCE : (Proposed)

1. On 2 March 1965 the Acting Director of Central Intelligence appointed the members of the CIA Retirement Board effective upon the approval of CIA Retirement and Disability System, governs the administration of the System and establishes the CIA Retirement Board. The Board members have held meetings since 11 March 1965 for orientation as to the principles and standards of the System and the procedures and practices of its administration. As a result of such meetings, unanimity of understanding as to the duties and responsibilities of the Board has been achieved. Although for technical reasons has not been issued, it is the consensus of the Board members that the time has come to take the first major step in implementing the System. This first step will require action by your Career Service in identifying those employees who appear to meet the requirements for designation as participants in the System, and those who clearly do not.

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2. The initial group of employees to be screened should logically be those who may have immediate eligibility for retirement if they otherwise qualify as participants in the new retirement system. Accordingly there is attached a computer listing of those employees in your Career Service who by our records are 50-years of age or older, have 20-years

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or more Federal service and 10-years or more Agency service. The listing also shows the total years and months of overseas service with the Agency which has been reported to the Office of Personnel and in turn to the Office of Computer Services. These figures are cumulative and represent past and current overseas service computed through 31 December 1964. Separate sheets are attached for each employee for whom overseas service has been recorded which shows detailed entries of completed TDY or PCS overseas service only. They do not reflect tours which had not been completed as of 31 December 1964. While the accuracy of the periods of overseas service as reflected in either of the two documents has not been verified, the individual sheets provide a base from which to start.

3. It is recognized that many of the employees named in the attached listing will clearly not meet the service criteria for nomination as participants in the System. Early identification of these employees is important since it will allow maximum effort to be concentrated on the group who may be eligible to participate in the System. It is requested, therefore, that you redline the name of each employee who clearly does not meet the service criteria for designation as a participant in the System. One copy of such annotated listing should be returned to the CIA Retirement Staff in Room 6E-29 as soon as possible with a covering memorandum signed by you. Such memorandum should state that as a result of an appropriate review it appears that those employees whose names have

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been redlined clearly do not meet the service criteria specified in for designation as participants in the System. The CIA Retirement Staff will prepare a memorandum, or dispatch, notifying each of these employees of the determination that they do not qualify for designation as a participant in the System and of their right to appeal such determination to the Director. Such documents will be forwarded to appropriate officials of your Career Service for information and proper distribution.

4. In those instances in which it is determined that an employee does meet the service criteria for designation as a participant in the System, a Form 3100, Nomination and Designation of Participant, should be completed. Such forms, together with supporting documentation where applicable, should be forwarded to the CIA Retirement Staff as soon as possible for appropriate processing. An ample supply of such forms will be provided to your Career Service in the near future.

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5. In its review of H.R. 8427, the Senate Armed Services Subcommittee included the criterion in the selection standards that an employee must sign a written undertaking obligating him to serve anywhere and at any time according to the Agency's needs. This criterion is likewise specified in and an appropriate supply of Service Agreement forms will be provided to your Career Service shortly for this purpose. Obviously, such forms should be completed and forwarded together with the Form 3100, Nomination and Designation of Participant, as indicated in

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paragraph 4 above, in behalf of those nominees located in the United States. However, with regard to nominees who are stationed abroad, it is suggested that you delay requesting such Service Agreements from their respective overseas Stations or Bases until such time that their designation as a participant in the System has been recommended by the CIA Retirement Board. Your Career Service will receive prompt notification of such cases, and pending receipt of the respective Service Agreements from overseas their cases would remain in suspense with the Executive Secretary of the CIA Retirement Board.

6. Your assistance in implementing the first phase of the CIA Retirement and Disability System is appreciated. Any questions that you may have in connection with this program should be referred to

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[redacted] Executive Secretary of the CIA Retirement Board,

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Emmett D. Echols
Director of Personnel

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